

**ITY OF BELMONT**  
**PLANNING COMMISSION**  
**ACTION MINUTES**

**TUESDAY, JULY 18, 2006 7:00 PM**

Chair Parsons called the meeting to order at 7:01 pm., at One Twin Pines Lane, City Hall Council Chambers.

**1. ROLL CALL**

Commissioners Present: Parsons, Horton, Frautschi, Mayer, McKenzie, Mercer,

Commissioners Absent: Wozniak (Arrived 7:07)

Staff Present: Community Development Director de Melo (CDD), Contract Planner Ouse (CP), Associate Planner Walker (AP), Acting City Attorney Noeske, (ACA), Recording Secretary Flores (RS).

**2. AGENDA AMENDMENTS - None**

**3. COMMUNITY FORUM (Public Comments) - None**

**4. CONSENT CALENDAR**

**4A. Action Minutes of June 20, 2006**

Commissioner Mercer noted two corrections to the 6/20/06 minutes.

**MOTION:** By Commissioner Frautschi, seconded by Commissioner Mercer, to accept the Action Minutes of Tuesday, June 20, 2006 as revised.

**Ayes:** Frautschi, McKenzie, Mayer, Mercer, Horton, Parsons

**Noes:** None

**Absent:** Wozniak (Arrived at 7:07 pm)

**Motion passed 6/0/1**

**5. OLD BUSINESS**

**5A. Final Landscape Plan/Irrigation Plan – 1505 Solana Drive**

CDD de Melo summarized the staff report, concurring with the revised plan and recommended approval.

Commissioner Mayer asked about the railing coming down the stairs.

John Nilsen, applicant, responded that the railing on the inside is on both sides. The one that goes down to the driveway will probably be on just one side.

Commissioner Frautschi thanked the applicant for providing the irrigation plan. He commented that he would choose the sycamore tree because it would grow taller, he would prefer to see another plant than the azaleas because they do not do well in Belmont and require a lot of water, and he would like to see the handicap access ramp incorporated into the actual entrance to reduce the hardscape.

**MOTION: By Commissioner Frautschi, seconded by Commissioner McKenzie, to approve a final landscape/irrigation plan for 1505 Solana Drive (Appl. No. 2005-0057).**

**Ayes: Frautschi, McKenzie, Mayer, Mercer, Horton, Parsons**

**Noes: None**

**Absent: Wozniak**

**Motion passed 6/0/1**

**Commissioner Wozniak arrived at 7:07 p.m.**

**5B. Review of Charles Armstrong School Frontage Landscape/Lighting/Signage Plan – 1405 Solana Drive**

Commissioner Mayer recused himself from this discussion because of his personal involvement with events leading up to this item, and Commissioner Wozniak recused herself because she lives within 300 feet of the project.

CDD de Melo summarized the staff report, recommending approval of the plans as proposed.

Debbie Vielbaum, Director of Community Relations and Fundraising for Charles Armstrong School addressed the Commission, stating that they were seeking the Commission's approval for the landscape screening which will help bring them further into compliance with their Conditional Use Permits (CUPs) and confirming that they have been meeting with members of Neighborhoods First to form their goals and objectives.

Mark Slichter, Calendar and Associates, made a presentation using color boards to describe the proposed landscape plan.

Commissioner Frautschi asked if they are going to grub the entire site. Mr. Slichter responded that a few of the larger existing plants would remain but most would be removed in the area where the new planting is going. They are considering transplanting some of the smaller white oleander to the eastern end of the parking lot. The small olive tree to the right of the driveway will likely not be relocated; the large olive tree will remain.

Commissioner Frautschi thanked neighbors and school for a very nice landscape plan and made the following suggestions for their consideration. 1) Incorporation of a San Francisco native plant called Toyon Berry and a California native plant called California Lilac. Both are deer resistant and hardy. 2) Removal of the asphalt between the two parking spaces on the far left corner when entering the parking lot, and planting of a Black Oak or a live oak species in that area to enhance the site and it would be beneficial to the parking lot.

Commissioner Frautschi asked for an update on compliance with the remaining 13 code enforcement issues that were brought up with Neighborhoods First and the school's understanding about the cap on the number of the students. It was agreed that discussion of these items would be agendaized for the next meeting.

Vice Chair Horton thought it was a great plan, and particularly appreciated the presentation by Calendar and Associates and the inclusion of an irrigation plan.

Commissioner Mercer concurred with Commissioner Frautschi's comment regarding the asphalt corner, and was prepared to approve. Only suggestion was that she is not a fan of Coyote Bush – it's meant to grow out in a canyon with no water rather than in an irrigated situation as it gets huge and then all the undercarriage dies and becomes a fire hazard. She would rather see the California Lilac as it would be prettier and be of a more maintainable size.

Commissioner McKenzie felt that the constructive comments of his fellow Commissioners added to the plan made it a very professional and solid landscape plan that was very well presented. He added that it appeared to him from reading the reports that it was a real

success story of a process working; of groups getting together and cooperating and turning an adversarial process into a constructive process, and that they got a lot done with great progress. It looks encouraging for the follow up of the CUP process.

Chair Parsons expressed his dislike of buckeye trees, which are already losing their leaves and will not do any screening this time of the year. He suggested replacing them. He concurred with the idea of taking the corner out of the parking lot, and suggested that at the entrance area where there is a Brisbane Box would be a great place for a Coast Redwood or California Oak. He suggested leaving the mimosas and large Olive Tree.

**MOTION: By Commissioner McKenzie, seconded by Vice Chair Horton, to adopt a Resolution approving a Final Landscape/Irrigation Plan and Site Modification Plan for Charles Armstrong School at 1405 Solana Drive (Appl. 2001-0106), with the suggested changes.**

**Ayes: McKenzie, Horton, Frautschi, Mercer, Parsons**

**Noes: None**

**Recused: Mayer, Wozniak**

**Motion passed 5/0/2**

Chair Parsons declared a break at 7:40 p.m. Meeting resumed at 7:45.

## **6. PUBLIC HEARINGS:**

### **6A. PUBLIC HEARING – 2723 St. James Road**

To consider a Single Family Design Review to construct an 887 square-foot addition for an existing 2,172 square-foot single-family residence for a total of 3,059 square feet that is below the zoning district permitted 3,500 square feet for the site. (Appl. No. 2006-0051)

APN: 045-413-011; Zoned: R-1A (Single Family Residential)

CEQA Status: Categorical Exemption per Section 15301, Class 1(e)

Applicant: Patricia Pollock

Owner: Karen Kwan

Chair Parsons recused himself from this discussion as he lives within 300 feet of the project.

CDD de Melo summarized the staff report, recommending approval subject to “close call” factors regarding the hardscape, and landscape plans.

Owner, Karen Kwan introduced herself to the Commission and described her vision of the Mediterranean style home she is proposing. Architect, Patricia Pollock further described details of the project and was available for questions.

Questions were asked of the applicant/owner regarding the roof, entry portico, windows and balcony over the garage. The applicant and owner responded. Suggestions & comments from the Commission regarding other design/landscape options were made.

**MOTION: By Commissioner Frautschi, seconded by Commissioner Mercer, to close the public hearing. Motion passed.**

Commissioner Wozniak stated that she liked the plan and could support it. Commissioner McKenzie liked the design overall and felt it did capture the Mediterranean theme they were looking for. He did feel the balcony did not fit with the design.

Commissioner Mercer was not supportive of the project and felt it was half an attempt of a Mediterranean style home. She could not make the findings regarding hardscape with respect to the landscaping and could not make the finding regarding the consistency with neighborhood as well as consistency with the house.

Commissioner Mayer stated that he liked the house in general and could support the project.

Commissioner Frautschi felt there were design issues, however he could support a motion for continuance or a motion to go forward with it.

Vice Chair Horton felt the project was refreshing for the neighborhood. She was appreciative the applicant came back to the commission with additional information and felt she could support the project.

Additional comments and suggestions were made relative to landscaping and design from the Commission.

**MOTION: By Commissioner Wozniak, seconded by Commissioner Mayer, to adopt a Resolution approving a Single-Family Design Review for 2723 St. James Road (Appl. No. 2006-0051)**

**Ayes: Wozniak, Mayer, Frautschi, Horton**

**Noes: McKenzie, Mercer**

**Recused: Parsons**

**Motion Passed: 4/2/1**

**CDD de Melo asked for clarification of the conditions. He confirmed that the Condition for the wood railing would be removed and confirmed that the metal railing remain as proposed by the latest version in the staff report. The final landscape plan would return to the Commission for approval.**

**Commissioner Wozniak amended her motion to have the Landscape Plan return to the Commission for Final approval. Motion was second by Commissioner Mayer.**

**Ayes: Wozniak, Mayer, Frautschi, Horton**

**Noes: McKenzie, Mercer**

**Recused: Parsons**

**Motion Passed: 4/2/1**

This item may be appealed to City Council within 10 calendar days.

## **6B. PUBLIC HEARING – 3403 Beresford Avenue**

To consider a Single Family Design Review to construct a 1,256 square-foot addition for an existing 1,905 square-foot single-family residence for a total of 3,161 square feet that is below the zoning district permitted 3,500 square feet for the site. (Appl. No. 2006-0035)

APN: 043-093-110; Zoned: R-1B (Single Family Residential)

CEQA Status: Categorical Exemption per Section 15301, Class 1(e)

Applicant: Ann Loklee

Owner: John Moy

AP Walker summarized the staff report, recommending approval and was available for questions.

She noted receiving a letter regarding a private view concern from an adjacent neighbor. AP Walker also clarified that the landscape plan was received late in the afternoon on the day the packets were mailed to the Commission and added it to the packet for review. Staff did have time after the packet mailing to review the plans and recommended approval.

Ann Locklee introduced herself as the applicant and responded to questions from the Commission.

Ms. Locklee responded that she did not have any calculations regarding Title 24 at this time, however she stated that she would get back to the Commission with that information.

Neighbor, Matts Nahlinder spoke in regards to the southern wall facing his home. He requested the applicant did not put windows on that wall and requested that the house be shifted to the east. He appreciated that the neighborhood was being updated.

**MOTION: By Vice Chair Horton, seconded by Commissioner Frautschi, to close the public hearing. Motion passed.**

Commissioner Frautschi stated that he could not vote on the landscape plan and wanted staff to review it again. He stated that the drive way had a large concrete pad on the side which would be a good opportunity to add more trees in that location. He had the Title 24 question - it appears that there was too much glass in the structure. He recommend that the applicant enlarge the garage.

Commissioner Mayer agreed that the driveway needed to be narrowed down.

Vice Chair Horton would like to look at the landscape plan further. She felt there were too many windows, clear story windows may be a solution. She commented that the applicant may need to put steel on north wall. She could not speak to the neighbors request to shift the house to east.

Chair Parsons felt that this item needed to be continued to a date uncertain. He would like to look at the material being used. He felt the second floor was too bulky and that there were too many windows.

Commissioner Mercer would like to see a sample of the fiberglass material. She requested clarification on where the solar panels were being placed. She felt the driveway needed to be reduced and would like to see landscape recommendations.

Commissioner McKenzie stated that he would vote for a redesign. He requested an exterior rendering of the house showing building materials to be used.

Commissioner Wozniak encouraged the neighbors to work together and would like to see a landscape plan.

**MOTION:** By Commissioner Mercer, seconded by Vice Chair Horton, to continue to date uncertain a Single-Family Design Review for 3403 Beresford Rd. (Appl. No. 2006-0035)

**CDD de Melo confirmed staff would return with:**

**Title 24**

**Sample of fiberglass material**

**Detailed rendering**

**Final landscape plan**

**Ayes:** Mercer, Horton, Frautschi, Mayer, McKenzie, Wozniak, Parsons

**Noes:** None

**Motion passed 7/0.**

## **7. VERBAL UPDATES**

7A. Motel 6 - 1101 Shoreway Rd

*CDD stated that the Police Department is working with the Hotel. He will continue to follow-up with them.*

7B. Wendy's - 698 Ralston Avenue

*CDD de Melo stated that they have met the landscape requirements.*

7C. Safeway - 1100 El Camino Real

*CDD de Melo stated the two trees have been replanted – the grates will be removed by the 28th of this month.*

7D. Chuck's Donuts - 641 Ralston Avenue

*CDD de Melo stated the City Attorney is still working with the owners. Will continue to follow-up.*

CDD de Melo noted the property at 2518 Ralston Avenue had gravel/pallets in the public right of way - he spoke to Public Works and confirmed that the owners have until Monday 24<sup>th</sup> to have it removed.

CDD de Melo noted the adobe wall at 864 South Road. Staff will need to look at aerials.

CDD de Melo stated that the 9/5/06 Planning Commission Meeting will not be cancelled. He recommended that the first meeting in January might be a possible meeting to cancel.

CDD de Melo provided an update on the landscape screening at Notre Dame.

**PLANNING COMMISSION LIAISON TO CITY COUNCIL**

**MEETING OF TUESDAY, JULY 25, 2006.**

Liaison: Vice Chair Horton

Alternate Liaison: Commissioner McKenzie

**9. ADJOURNMENT:**

The meeting was adjourned at 9:40 p.m. to a regular meeting on Tuesday, August 1, 2006, at 7:00 pm at Belmont City Hall.

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Carlos de Melo

Planning Commission Secretary

*CD's of Planning Commission Meetings are available in the*

*Community Development Department.*

Please call (650) 595-7416 to schedule an appointment